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1. Reminder of Current and Upcoming Planning Requirements 12/23/87
2. Suggested Topics for OL Qtrly - 1st Qtr FY 88 1/7/88
3. Requisitions for slides various
4. Narrative for Update on OL Activities
5. Notes from "Dry Runs"
6. Agendas



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reminder of Current and Upcoming Planning Requirements

STAT STAT	FROM:	EXTENSION	NO. OL 4171 87
	C/IMSS/OL 		DATE 23 December 1987

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. C/NBPO/OL
1J45 Headquarters

2. C/P&TS/OL

3. C/PMS/OL *miles from*

4. C/SS/OL

5. C/FMD/OL
3E14 Headquarters

6. C/P&PD/OL
158 P&P Building

7. C/PD/OL

8. C/RECD/OL

9. C/SD/OL

10. C/B&FB/OL

11. IMSS/OL

12.

13.

14.

15.

23 December 1987

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel & Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

STAT

FROM:


Chief, Information & Management Support Staff, OL

SUBJECT:

Reminder of Current and Upcoming Planning
Requirements

REFERENCE:

FY 88 OL Planning Calendar and Planning Guide

1. This is to remind you that updated milestone charts, as of the end of the 1st Quarter FY 88, for all your FY-88 Directorate- and Office-level objectives are due in IMSS by 30 December 1987. In addition, you should be prepared to brief the Director of Logistics (D/L) on all of your objectives at the first biweekly following the end of the quarter.

2. Please type at the bottom of each milestone chart a brief description of activity on the objective during the 1st Quarter FY 88, noting those that have been completed, those that are on schedule, and those that are not on schedule, with a description of problems and proposed solutions for the latter.

3. Since the next OL Quarterly will be scheduled for approximately the third week in February 1988, it is imperative that you submit to us by 11 January 1988 a synopsis of your 1st-Quarter FY 88 significant activities, listed in the order of their importance, with pertinent statistics included. This will enable us to prepare the quarterly activities update and have slides made in time for the "Dry Run."

4. As in the past, individual presentations will precede the update. The D/L wants talks on subjects that will be educational and will help logisticians to do their jobs better. So that we can recommend other interesting and timely agenda topics for the D/L's approval, please call Bob  no later than 30 December earlier if possible--with suggested topics and speakers.

STAT

STAT


OL 4171 87

SUBJECT: Reminder of Current and Upcoming Planning Requirements

Distribution:

- 1 - Each Addressee
- 1 - C/B&FB/OL
- 1 - OL/IMSS Official
- 3 - OL/IMSS (w/milestone charts)
- 1 - OL/IMSS Chrono
- 1 - OL Reader

STAT

OL/IMSS: (22 Dec 87)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggested Topics for OL Quarterly - 1st Qtr FY 88

FROM:

OL/IMSS

EXTENSION

NO.

DATE

7 January 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

7 Jan 7 Jan

2.

(Has been) ✓

3.

DD/L

4.

D/L

5.

6.

C/IMSS/OL

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached is a list of suggested topics for the OL Quarterly for the 1st Qtr FY 88. The presentations will be given at the Quarterlies at 10 a.m. on Tuesday, 23 Feb., in Headquarters Auditorium and at 10 a.m. on Wednesday, 24 Feb., [redacted]. The "Dry Run" is scheduled for 1 p.m. on Wednesday, 10 Feb. [redacted]

Please review the list of topics and let us know your choices from these suggestions or other suggested topics you might prefer. We'll coordinate with the AEO/OL regarding notifying the speakers so that they can begin to work on their speeches and graphics.

Attachment:
List of topics

04/IMSS official

Suggested Topics for OL Quarterly - 1st Qtr FY 88

	Do's & Don'ts of Processing Requisitions	OL/SD/SMB
STAT		
STAT	Update on Integrated Logistics Support Plan (ILSP)	OL/FMD
	Cafeteria Expansion	OL/FMD
	Trends in Technology: Mainframe Graphics Support Desktop Publishing Outlook FBIS Daily Report	OL/P&PD
STAT	Automating the Contract Process	OL/PMS
	Contract Team Local Area Networks	OL/PMS
STAT	Update	OL/RECD

Suggested Topics for OL Quarterly - 1st Qtr FY 88

Do's & Don'ts of Processing Requisitions

OL/SD/SMB

STAT

STAT

Update on Integrated Logistics
Support Plan (ILSP)

OL/FMD

STAT

Backfill of Old Headquarters Building -
Cafeteria Expansion

OL/FMD

~~Parking Stimulus~~

OL/FMD

~~Mail & Courier Service~~

OL/FMD

~~Vehicle Support Services~~

OL/FMD

Trends in Technology:
Mainframe Graphics Support
Desktop Publishing Outlook
FBIS Daily Report

OL/P&PD

STAT

Automating the Contract Process

OL/PMS

Contract Team Local Area Networks

OL/PMS

STAT

Update

OL/RECD

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Additional Slides for OL Quarterly - 2 Agenda Slides and Changes to Slides

FROM:
OL/IMSS

EXTENSION

NO.

241-17-88

DATE

11 February 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/D&PC/P&PD/OL
GJ4008 Headquarters
Attn:

2.

3.

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15.

Please make two slides each of the attached agendas for 23 and 24 February for the OL Quarterlies.

Please make changes to the slides on the list I originally sent with the requisition as follows:

#7 - Logistics Conference 1988 - change the "7" to "9" so that the dates shown are "9-11" instead of "7-11."

#8 - "Flying Squad Activity" - add "2" in the column in front of "Support during renovations."

#9 - "Bidders' List" - Change the word "are" to "regarding."

#21- "Support to FBIS/JPRS" - change "13" to "10."

Thanks!

Attachments:
As stated

THE ITEMS IN THIS BLOCK MUST BE FILLED BEFORE REQUEST CAN BE RELEASED															
P&PD PHOTOGRAPHIC REQUISITION ROOM G-67, P&PD BUILDING 				SECURITY CLASSIFICATION		DOCUMENT CONTROL NO.		REQUISITION NO.							
				CONFIDENTIAL											
REQUESTED BY 				☐ Finished Intelligence. ☐ Preparatory work in direct support of finished intelligence. ☒ Administrative, regulatory, instructional, or other support item. ☐ This is copyright material. * * Permission to reproduce this material must be included with requisition		PRIORITY SERVICES REQUEST?		SCHEDULED DELIVERY DATE (LAB USE ONLY)							
						DATE REQUIRED 2/8/88									
OFFICE OL/IMSS				TIME: ☐ 0830 ☒ 1200 ☐ 1530		JUSTIFICATION FOR PRIORITY: OL Qtrly Dry Run		☒ VIA COURIER ☐ CALL WHEN READY							
THIS JOB IS FOR OFFICIAL USE:				AUTHORIZED SIGNATURE		DATE 2 Feb 88									
STANDARD SERVICES PROVIDED BY P&PD															
MOTION PICTURE/TELEVISION		BLACK & WHITE				COLOR				MICROFILM					
Film Duping - SOUND OR SILENT Audio Duping - CASSETTE OR REEL TO REEL Video Duping - U-MATIC-BETA-VHS Film Editing - VIDEO EDITING Live MP Production Live TV Production - AUDITORIUM-1A-07 Sound Recording - MAGNETIC -OPTICAL		ORIGIN FILM PROCESS 35, 70, 8 X 10, 120 ROLL STANDARD SERVICES: FILM SIZE PRINT SIZE 35 mm 4 X 6, 5 X 7, 8 X 10 70mm 4 X 6, 5 X 7, 8 X 10 CUSTOM SERVICES: 120 5 X 5, 8 X 8, 11 X 11 4 X 5 8 X 10, 11 X 14, 16 X 20 8 X 10 8 X 10—30 X 40 MAX REPRO. SERVICES: Orig Submitted Photo Prints Matte Or Glossy Custom Xerox Services 35mm Slide: Dupe, Vg, Photo Print 8 X 10 Trans. (vg): Dupe Vg, Photo Prints Other custom services available on request				ORIG. FILM PROCESSED—E-6 (POS) C-41 (NEG) FILM SIZE PRINT SIZE 35mm 5 X 7, 8 X 10, 11 X 14 126 5 X 5, 8 X 8, 11 X 11 120/220 5 X 5, 8 X 8, 11 X 11 (Matched To) 4 X 5 5 X 7, 8 X 10, 11 X 14 (Film Format) Custom services available on request (max. size 30x40) REPRO. SERVICES: Orig. Submitted Photo Prod. 35mm Slides Dupe Slides, Photos, Vg 8x10 Trans. Slides, Dupe Vg, Photos				PROCESS ORIG FILM: 16mm, 35mm, 105mm MICROFILM FROM SOURCE DOC: 16mm, 35mm, 105mm REPRO. SERVICES: Silver Duplicate From Orig Film Diazo Duplicates From Orig Film Custom Processing Available With A Variety Of Packaging Cartridges, Reels, Fiche.					
DESCRIBE ATTACHED ENCLOSURE FULLY, STATING QUANTITY, TYPE, SIZE, MATERIAL:										LAB USE ONLY					
Assignment 079 25X1 Per conversation with [redacted], please photograph the Office of Logistics Employee Personnel Profile - January 1988 and the Flying Squad Medallion. Make 3 each 35mm slides for OL Quarterly Dry Run on 10 Feb. Must have slides by 8 Feb. for practice runs please.										ACTUAL COUNT VERIFICATION BY _____ DATE _____					
DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS:															
3 each 35mm slides of two items described above.															
LAB USE ONLY															
MOTION PICTURE/TELEVISION				BLACK & WHITE				COLOR				MICROFILM			
SERVICES...	TECH...	TOTAL TIME...	DATE	SERVICES	TECH.	TOTAL TIME...	DATE	SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE
TECH. COMMENTS				TECH. COMMENTS				TECH. COMMENTS				TECH. COMMENTS			
RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____			
JOB RECEIVING: ☐ COURIER ☐ HAND CARRY—CUSTOMER ☐ OTHER				PLANNER				RELEASE TO: ☐ COURIER SIGNATURE, PICK-UP _____				BADGE NO. _____ DATE _____			

P&PD PHOTOGRAPHIC REQUISITION ROOM G-67, P&PD BUILDING		SECURITY CLASSIFICATION SECRET		DOCUMENT CONTROL NO.		REQUISITION NO.	
REQUESTED BY OL/IMSS		☐ Finished Intelligence. ☐ Preparatory work in direct support of finished intelligence. ☒ Administrative, regulatory, instructional, or other support item. ☐ This is copyright material. * * Permission to reproduce this material must be included with requisition		PRIORITY SERVICES REQUEST? DATE REQUIRED 8 Feb 88 TIME: ☐ 0830 ☒ 1200 ☐ 1530		(LAB USE ONLY) JUSTIFICATION FOR PRIORITY: Dry Run OL Qtrly 2/10	
OFFICE OL/IMSS		THIS JOB IS FOR OFFICIAL USE:		☐ VIA COURIER ☐ CALL WHEN READY		DATE 26 Jan 88	
DING		EXTENSION		AUTHORIZED SIGNATURE			

STANDARD SERVICES PROVIDED BY P&PD

MOTION PICTURE/TELEVISION	BLACK & WHITE	COLOR	MICROFILM
Film Duping - SOUND OR SILENT Audio Duping - CASSETTE OR REEL TO REEL Video Duping - U-MATIC-BETA-VHS Film Editing - VIDEO EDITING Live MP Production Live TV Production - AUDITORIUM-1A-07 Sound Recording - MAGNETIC-OPTICAL	ORIG. FILM PROCESS 35, 70, 8 X 10, 120 ROLL STANDARD SERVICES: FILM SIZE PRINT SIZE 35 mm 4 X 6, 5 X 7, 8 X 10 70mm 4 X 6, 5 X 7, 8 X 10 CUSTOM SERVICES: 120 5 X 5, 8 X 8, 11 X 11 4 X 5 8 X 10, 11 X 14, 16 X 20 8 X 10 8 X 10—30 X 40 MAX REPRO. SERVICES: Orig Submitted Photo Prints Matte Or Glossy Custom Xerox Services 35mm Slide: Dupe, Vg, Photo Print 8 X 10 Trans. (vg): Dupe Vg, Photo Prints Other custom services available on request	ORIG. FILM PROCESSED—E-6, C-41 (POS) (NEG) FILM SIZE PRINT SIZE 35mm 5 X 7, 8 X 10, 11 X 14 126 5 X 5, 8 X 8, 11 X 11 120/220 5 X 5, 8 X 8, 11 X 11 (Matched To) 5 X 7, 8 X 10, 11 X 14 (Film Format) 4 X 5 8 X 10, 11 X 14 Custom services available on request (max. size 30x40) REPRO. SERVICES: Orig. Submitted Photo Prod. 35mm Slides Dupe Slides, Photos, Vg 8x10 Trans. Slides, Dupe Vg, Photos	PROCESS ORIG FILM: 16mm, 35mm, 105mm MICROFILM FROM SOURCE DOC: 16mm, 35mm, 105mm REPRO. SERVICES: Silver Duplicate From Orig Film Diazo Duplicates From Orig Film Custom Processing Available With A Variety Of Packaging Cartridges, Reels, Fiche.

DESCRIBE ATTACHED ENCLOSURE FULLY, STATING QUANTITY, TYPE, SIZE, MATERIAL:

Assignment 063 - Please photograph the Redbook FY 1988 and make 2 color slides.

LAB USE ONLY

ACTUAL COUNT
VERIFICATION

BY _____

DATE _____

DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS:

Two copies of the slide are requested. The slide will be used at the OL Quarterly on 23 and 24 February and must be received in OL/IMSS by 8 February in preparation for the Dry Run on 10 February 1988.

LAB USE ONLY

MOTION PICTURE/TELEVISION				BLACK & WHITE				COLOR				MICROFILM			
SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE
TECH. COMMENTS				TECH. COMMENTS				TECH. COMMENTS				TECH. COMMENTS			
RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____			
JOB RECEIVING: ☐ COURIER ☐ HAND CARRY—CUSTOMER ☐ OTHER				PLANNER DATE _____				RELEASE TO: SIGNATURE, PICK-UP _____ BADGE NO. _____ DATE _____				☐ COURIER			

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Additional Slide for OL Qtrly - 1st Qtr FY 88 ("Awards")

FROM:

OL/IMSS

EXTENSION

NO.

241-17-88

DATE

2 February 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/D&PC/P&PD/OL
GJ4008 Headquarters

2.

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Attached is the text for an additional slide entitled "Awards" to be made for the OL Quarterly - 1st Qtr FY 88.

If you prefer not to superimpose the text over a circle of stars or medals with ribbons as suggested, you might simply put a gold star and a medal with ribbon in the top left and right corners of the graphic.

Thanks very much!

Attachment:
As stated

Unclassified when separated from SECRET attachment.

OL/IMSS
Office
25X1

Awards

34 Flying Squad Medallions

25X1

35 Special Achievement Awards

25X1

Unit Citation, Logistics Support Unit,

25X1

Agency Seal Medallion & Logistics Certificate of Excellence

25X1

(SUPERIMPOSED OVER A CIRCLE OF STARS OR MEDALS WITH RIBBONS)

Just some of the many diverse awards given by OL in
recognition of outstanding performances.....

The OL Flying Squad medallion was designed for OL careerists
who have successfully completed a Flying Squad assignment.

25X1

The Director of Logistics awarded the Agency Seal Medallion
and a Logistics Certificate of Excellence

25X1

Congratulations to all!

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Additional Slides for OL Quarterly - 1st Qtr FY88

FROM:

OL/IMSS

EXTENSION

NO.

Requisition 241-17-88

DATE

1 February 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. OL/P&PD/D&PC
GJ4008 Headquarters
Attn: []

2.

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10.

11.

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Attached are two more slides that I'd like to have for the OL Quarterly (two copies each):

25X1

1. "Logisticians do it with CLAS" Please redo the slide with brighter colors and greater contrasts.

2. "Review of OL Training" - Please redo the slide and show only "Training" instead of the present longer title.

Thanks!

Attachments:
As stated

List of Slides or Graphics for OL Quarterly - 1st Qtr FY 88

1. Update on OL Activities - 1st Quarter FY 88 (previous slide attached)

25X1
2.

3.

4.

5.

6.

7.

8. Flying Squad Activity (with text) (superimposed over an airplane or wings)

9. Bidders' List (graphic such as a page with a list of names to be placed on one side of the slide)

10. GSA Bulletin Board on contractors (graphic of bulletin board with "ineligible," "suspended," and "debarred" printed on it)

11. Procurement - 1st Qtr FY 88 (and text) (superimposed over a large dollar bill)

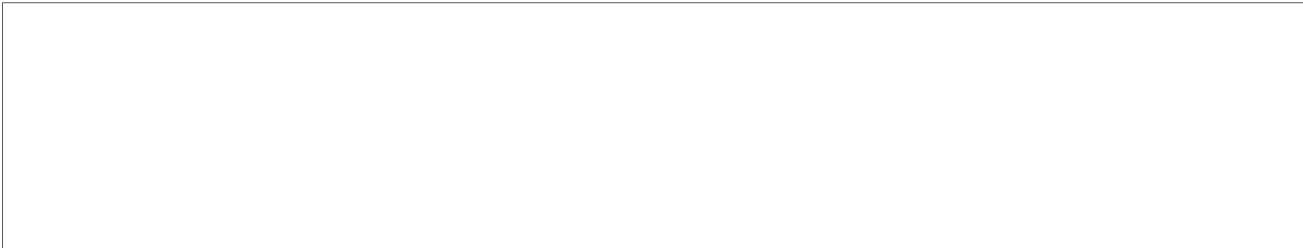
12. Headquarters Maintenance/Alterations, Renovations & Construction (with text) (superimposed over paint buckets & brushes, ladders, hammers, etc.)

13. Graphic showing a truck crashing into a natural barrier of hundreds of big bushes)

25X1

SECRET

List of Slides or Graphics for OL Quarterly - 1st Qtr FY 88 (cont'd)

14. Relocations - 1st Qtr FY 88 (with text) (superimposed over graphics of trucks, movers, desks, chairs, etc.)
15. Mail and Courier Branch (with text) (superimposed over a large envelope)
16. Motor Pool Branch (with text) (superimposed over cars, trucks, vans, buses)
17. Direct Lease Payments, etc. (superimposed over buildings)
18. 
- 19.
- 20.
21. Support to FBIS/JPRS, etc. (with appropriate graphic showing 13 people or lots of pages)

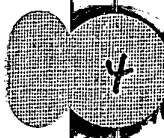
25X1

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Update on OL Activities

1st Quarter FY 88

Good morning!

I'll be giving you a brief update on some of OL's most significant activities for the 1st Quarter FY 88.

New Building

(Latest pictures of interior of North Tower, etc.)

Most North Tower office areas in the New Headquarters Building have been accepted by the Agency.

We'll concentrate on completing the South Tower during the 2nd Qtr FY 88.

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Headquarters Maintenance/Alterations, Renovations & Construction

1st Quarter FY 1988

27 Projects valued at almost \$1.2 million

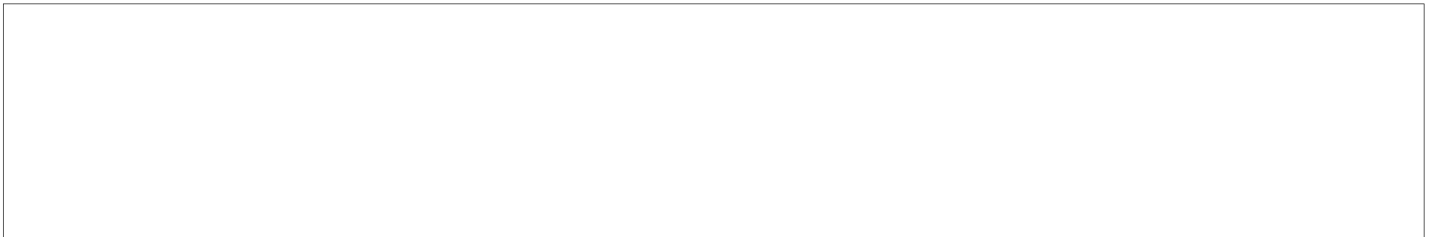
(9 assigned in-house, 18 contracted)

394,000+ square feet of space involved

(SUPERIMPOSED OVER PAINT BUCKETS & BRUSHES, LADDERS, HAMMERS, ETC.)

Facilities Management Division continued to be involved in a
myriad of activities during the 1st Qtr.

25X1



Relocations - 1st Qtr FY 88

25X1 FBIS from Key Building

25X1 Final phase of OD&E move into 2nd floor
(153 pieces of Wang equipment, 30 workstations, 961 boxes,
23 safes, and two tractor-trailers loaded with furniture)

25X1 Collection Group/SPS/DDS&T
(115 workstations, 69 Wang terminals, and 1100 boxes)

(SUPERIMPOSED OVER GRAPHICS OF MOVERS AND TRUCKS, DESKS, CHAIRS,
ETC.)

25X1 FMD completed the moves listed on this slide and also
relocated BSB's

SECRET

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Next 2 Page(s) In Document Denied

Bidders' List

100 bidder inquiries regarding being added to list

(GRAPHIC SUCH AS A PAGE WITH A LIST OF NAMES - TO BE PLACED ON ONE
SIDE OF THE SLIDE)

PMS received 100 bidder inquiries from new businesses,
consultants, etc.

PMS is establishing an automation link for the bidders' list so
that more teams will use new procurement sources, thus enhancing
Agency competitive contracting efforts.

Page Denied

(Commercial Logistics Applications System)

The Commercial Logistics Applications System proceeded on schedule during this quarter, with prototype transactions being executed for all facets of this project.

A problem will delay the purchasing, payment, and funds control functions, but the manufacturing Bill of Material package will be up in October '88.

SECRET

Field Computer System (FCS)

IMSS installed the first of five Field Computer Systems in support of Office of Communications field bases. The first

25X1

SECRET

Awards

34 Flying Squad Medallions

25X1 35 Special Achievement Awards 

25X1 Unit Citation, Logistics Support Unit, 

25X1 

25X1 Agency Seal Medallion & Logistics Certificate of Excellence

(SUPERIMPOSED OVER A CIRCLE OF STARS OR MEDALS WITH RIBBONS)

Here are some of the many diverse awards given by OL in
recognition of outstanding performances.....

Page Denied

SECRET

OL Flying Squad Medallion

(TWO SLIDES)

1 The OL Flying Squad medallion was designed for OL careerists who have successfully completed a Flying Squad assignment. To date, 34 medallions have been awarded.

2 This is the back side of the medallion.

SECRET

(Office of Logistics - Employee Personnel Profile - Jan. 1988)

P&TS, with a big assist from P&PD, prepared and distributed to all Logistics careerists an individualized Employee Personnel Profile dated January 1988.

Training

(Little red schoolhouse)

Requests for Internal and External training have increased by 40 percent so far this fiscal year compared to the same period in FY 87.

Sixteen OL careerists attended the fourth running of the OL
STAT Midcareer Course under the direction of Chief, P&PD/OL.

Page Denied

Reorganization of the Office of Logistics

(Wiring diagram)

In October '86 the Director of Logistics formed a task force to examine the organizational structure of OL and to recommend changes that would carry the Office into the '90's.

Implementation commenced in the 1st Qtr FY 88. To encourage feedback, 14 separate briefings were given to OL divisions and staffs by the D/L and the implementation officer for the reorganization.

In the 1st Qtr, a new Executive Officer position was established, the MLD subcareer group was abolished, and the Small Purchases Section was realigned to Supply Division.

In the 2nd Qtr, the P&PD will be established. The 3rd and 4th Qtrs have been reserved for the Supply and Facilities Groups, respectively.

(Comments, Questions slide)

That concludes my portion of the Quarterly. We'll be glad to answer any questions you might have.

*deleted
2nd day*

Route 123/193 realignment project

(Latest photo of the roadways, etc.)

New paving on Routes 123 and 193 was completed, traffic signal lights were installed,.....

.....and a bus shelter was installed behind the Headquarters Visitor Control Center.

*deleted
2nd copy*

(GRAPHIC SHOWING A TRUCK CRASHING INTO A NATURAL BARRIER OF HUNDREDS OF BIG BUSHES)

A natural growth barrier of 500 plants was installed at the Route 123 Entrance to the Headquarters compound.

When mature, it will serve as a means of controlling large crowds such as demonstrators and should be capable of stopping an 18,000-pound vehicle traveling at 50 miles per hour.

Page Denied

Next 2 Page(s) In Document Denied

*deleted
2nd day*

GSA Bulletin Board on contractors

(Graphic of bulletin board with "ineligible," suspended, and "debarred" printed on it)

The Office of Security approved communications between the Agency and the "GSA Bulletin Board," to obtain data on ineligible, suspended, and debarred contractors.

IMSS furnished equipment that will provide the communications link to the GSA data base.

Page Denied

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*deleted
2nd copy*

Support to FBIS/JPRS

10 electronic compositors supplied by P&PD

(With appropriate graphic showing 13 people or lots of pages))

To satisfy FBIS's publishing requirements, P&PD has filled 10 of the 13 electronic compositor positions furnished by the Foreign Broadcast Information Service.

Approximately 70 percent of the Joint Publications Research Service's reports have been added to the electronic publishing network. An impressive reduction in the number of pages has resulted.

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not mark

(Flying Squad medallion)

In November, 34 OL Flying Squad members were presented with a medallion designed for those OL careerists who have successfully completed a Flying Squad assignment.

STAT
STAT In addition, 35 OL employees received Special Achievement Awards for their outstanding performance [REDACTED]
[REDACTED] Their's was an impossible task which could not have been done by another outfit in the U.S. Government!

Congratulations to all!

Page Denied

Next 1 Page(s) In Document Denied

25X1

Notes for [] from "Dry Run" of OL Quarterly

1. Mission slide ← Have new slide made with less information and larger, bolder type.
2. 70's slide ← In the Stock Control block ← Use all white and larger, bolder type. "United" is too small. "SMB" should be white instead of black.
3. 80's slide ← Delete lower section of text. Larger, bolder type to be used for remaining text under the boxes. Bolder type for the text in the boxes also.
4. 1988 ← Analysis Branch ← Use white instead of black for the text and make the type bolder and larger.
5. The Future ← Not Conif but CONIF in all caps. (Say that the first packages of CLAS will be instituted in FY 89. The Bill of Materials package will be on line (get additional information from Paul Baker).
6. MHDITTY ← Explain what it is.
7. DO ← Change 120 v to 220 v.
8. Special Approvals ← Change black to white bold type.
9. DO ← Use larger, bolder type and do not use black.
10. Don't ← Change Fan to FAN in all caps.
11. Volume ← Remove OL logo. Use larger type for text.
12. Some Statistics ← Remove OL logo. Use larger type.
13. Do not use present slide showing page 56 of the OL "Yellow Pages." Have a new slide made:

For information on SMB and the Commodity Teams

See the OL "Yellow Pages"

Page 56

14. Regarding copies ← say we used to average 21; now, we're down to 14 and are trying to get the number down further.

CONFIDENTIAL

STAT

Notes for re OL Quarterly Presentation

1. First slide of existing cafeteria - say more about where it is. Use pointer.
2. Mention blue area on second slide of cafeteria.
3. Change background colors on slides.
4. Slow down pace of presentation.
5. Introduce yourself.
6. Give more details regarding fast food services, etc.

Notes for re OL Quarterly Presentation

STAT

1. Introduce yourself
2. Have slide of first four items you mention as an introduction to your talk.
3. Change color of background on slides and use larger print and bright contrasting colors. Blue, yellow, and orange are good.
4. Customer/Liaison slide - mention "four" officers. Actually, this part of the talk could be illustrated by a separate slide giving statistics.
5. Correct "labor" to read "laborers."
6. Add "OL" to Tiger Team.
7. Wear lapel microphone.

SECRET

Agenda

OL Quarterly - 1st Qtr FY 88

Tuesday, 23 February 1988 - 10 a.m. - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the
Quarter Awards

Henry P. Mahoney, ADDA

What is Supply Management Branch?--Where
does it fit?--Why should I know anything
about it?--Do's & don'ts of processing
requisitions--Volume of business

OL/SD/SMB

Headquarters Cafeteria Expansion

OL/FMD

OL/RECD

Personnel Matters

C/P&TS/OL

Update on OL Activities--1st Qtr FY 88

C/IMSS/OL

SECRET

SECRET

Agenda

OL Quarterly - 1st Qtr FY 88

25X1

Wednesday, 24 February 1988 - 10 a.m.

Introduction

John M. Ray, D/L

25X1

What is Supply Management Branch?--Where
does it fit?--Why should I know anything
about it?--Do's & don'ts of processing
requisitions--Volume of business

OL/SD/SMB

Headquarters Cafeteria Expansion

OL/FMD

25X1

OL/RECD

25X1

Personnel Matters

C/P&TS/OL

Update on OL Activities--1st Qtr FY 88

C/IMSS/OL

SECRET